



Australian Government

Department of Education, Employment and Workplace Relations

CSCSAS301A Maintain security system

Release 3

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Modification History

Release	TP Version	Comments
3	CSC12 V1.1	Editorial corrections to Range Statement.
2	CSC12 V1	Layout adjusted. Minor revisions to range statement.
1	CSC07 V1.2	Primary release.

Unit Descriptor

This unit of competency describes the outcomes required to maintain the security and safety of a secure custodial environment.

Application of the Unit

This unit applies to all people working in detention centres, correctional centres or prisons and in community facilities under custodial supervision. Variables will determine different applications of the standards depending on the nature and complexity of security requirements, security ratings and defined work role and responsibilities. The language used in this unit implies an institutional setting. Adaptation of the language will be necessary to reflect the practices of non-institutional settings and work sites.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the required performance needed to demonstrate achievement of the element. Where <i>bold italicised</i> text is used, further information is detailed in the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Monitor the internal workplace environment	1.1 Monitor and record the movement of offenders, visitors and team members according to organisational procedures. 1.2 Check, record and report changes in routine, behaviour, the environment and movements promptly to relevant team members. 1.3 Routinely assess the safety and welfare of all individuals according to possible hazards and procedures. 1.4 Routinely monitor and check the effective working of equipment and technology and report inaccuracies and malfunctions. 1.5 Use communication and information exchange systems according to procedures, check for effectiveness and maintain them for the purpose intended. 1.6 Gather and report information necessary for effective surveillance.
2 Monitor the external workplace environment	2.1 Supervise the transfer of offenders according to procedures and organisational requirements. 2.2 Confirm relevant security information and documentation and prepare and verify authorisations. 2.3 Identify and implement security and safety precautions and contingency responses according to procedures and assessment of hazards, risks and changes to circumstances and conditions. 2.4 Take into consideration the safety and welfare of offenders, team members and the public at all times and in all actions.
3 Respond to security alerts	3.1 Interpret and respond to alarm signals according to procedures and degree of urgency. 3.2 Use codes and call systems accurately and effectively in communication. 3.3 Assess the risk of escalation of incidents and take appropriate action to minimise risks. 3.4 Complete security and incident reports, records and registers accurately and comprehensively. 3.5 Participate in debriefing and post-emergency analysis according to organisational guidelines and team practice.

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Required skills:

- observing and interpreting security information and anticipating risks
- decision-making skills when evaluating alarm signals
- communication skills for responding to alarm signals
- applying procedures in a range of incidents and emergencies
- operating and checking routine activities and equipment for security factors
- identifying and reporting problems and faults in security system
- using all security equipment and strategies required in the work site and consistent with work role, responsibilities and delegation
- accessing and recording relevant information into prisoner data systems to ensure currency and continuity of prisoner information

Required knowledge:

- organisation's security policies and procedures that direct own role, responsibilities and duties in maintaining the security systems of work site
- organisation's procedures and guidelines for the use of security, surveillance and information equipment
- organisation's emergency response system and procedures
- organisation's codes and alarm signals
- organisation's records and information system
- environmental or sustainability legislation, regulations and codes of practice applicable to industry
- reporting requirements, including procedures, protocols and chain of command
- occupational health and safety policy relevant to security
- code of conduct
- observation techniques
- static and dynamic security techniques
- organisation's intelligence systems

Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, the range statement and the Assessment Guidelines for this Training Package.

Overview of assessment

This unit contains requirements specific to the organisation and the role and responsibility of workers and should be assessed in an organisation-determined learning process with application in the workplace where possible or where necessary, in structured simulation.

Evidence should be provided of performance across the range of applications relevant to individual organisations or work sites. Customisation will occur through the introduction of specific organisation security equipment, functions and procedures.

Evidence must include observation in the workplace as well as performance in simulated environment.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of employability skills as they relate to this unit
- ability to monitor and maintain the security system in a range of (two or more) contexts or occasions, over time

Context of and specific resources for assessment

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when monitoring and maintaining the security system, including coping with difficulties, irregularities and breakdowns in routine
- copies of legislation, policies, procedures and guidelines relating to security operations
- access to appropriate learning and assessment support when required

Method of assessment

Evidence must include observation and information generated in the workplace as well as observation of performance in routine work functions or, where this is not possible, in a simulated exercise to confirm the transferability of the competencies.

The following assessment methods are suggested:

- observation of performance in routine workplace

activities within a range of agreed responsibilities and in various work locations

- written and/or oral questioning to assess knowledge and understanding
- completion of workplace documents and reports produced as part of routine work activities
- third-party reports from experienced practitioners
- completion of performance feedback from supervisors and colleagues
- scenarios
- simulations or role plays

Guidance information for assessment

Assessment methods should reflect workplace demands, and any identified special needs of the candidate, including language and literacy implications and cultural factors that may affect responses to the questions.

In all cases where practical assessment is used it will be combined with targeted questioning to assess the underpinning knowledge.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the performance criteria is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

<i>Team members</i> may include:	• custodial officers • correctional services staff • court officers • security officers • supervisors and management • specialist advisers and services • colleagues and allied workers inside and outside work site • emergency services or tactical response teams
<i>Possible hazards</i> may include:	• deficient or ineffective security arrangements • loss of communications • unreported faults • unsafe practices • used emergency equipment not being replaced or replenished • blocking egress • emergency lighting and or exit lighting being damaged, missing or under service • interference with radio transmissions or alarm signals
<i>Communication and information exchange systems</i> may include:	• radios • alarms • video recorders and monitors • closed circuit television • logbooks • telephone, intercom and public address systems • team meetings and debriefings • notice boards and staff circulars • procedures and local orders
<i>Equipment and technology</i> may include:	• Biometrics • home detention anklets • itemisers • Biometrics as entry systems • personal duress alarms • SMS broadcast

	• perimeter security systems • building alarms • prisoner information systems
<i>Surveillance</i> may include:	• investigation of breaches of security regulations • dynamic security strategies • static security posts • information gathered from interviews • control of visits and visitors • internal and external escorts • transfer to other centres, services and agencies • logbooks • inspection of vehicles, property and mail • manual and electronic key control • risk assessment • safety awareness • security equipment • musters and roll calls • transport and vehicles
<i>Security and safety precautions and contingency responses</i> may include:	• evacuation procedures • emergency lockdown • use of tactical response teams • use of dog-handling specialists for external escorts • use of restraints • use of personal protective clothing

Unit Sector(s)

Safety and security.

Competency field

Not applicable.